Working Budget Report (STW-GL-4)

MUNIS®

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TABLE OF CONTENTS

OVERVIEW

The Working Budget Report is designed to:

1. Compare **actual** Revenues and Expenditures for the past two years with the Current Year Budget.

2. Report Current Year Budget as a calculated column for multi-year funds. (Fund 2 and Fund 360 are multi-year funds consisting of Projects that can be expended over a period extending beyond one fiscal year.)

This document provides instructions for producing the Working Budget Report in **printed form** and **magnetic media file** formats.

Fund 2 and Fund 360 Budget Appropriation Calculation

Fund 2 and Fund 360 are multi-year funds consisting of Projects that can be expended over a period extending beyond one fiscal year. Any multi-year fund account is budgeted just once - in the year of its inception. This Project budget remains in effect over the life of the Project, which may extend beyond a single fiscal year. Because the Working Budget Report shows budgets for a single fiscal year, reported budgets for Projects with activity beyond a single fiscal year will be distorted. To minimize the distortion, the report performs the following calculation:

> Project Budget
> -   Prior Year Actuals
> _____
> Reporting Year Budget

The calculated budget is reported in the **Budget Appropriation** column on the Working Budget Report.

CHECKLIST FOR GENERATING THE WORKING BUDGET REPORT

	1.	Set the Project Start and Actual Completion Dates.
☐	1.	Set the Project Start and Actual Completion Dates.
☐	2.	Generate the Working Budget Report hard copy and magnetic media files.

        a. Generate the Working Budget Report with detail

        b. Generate the Working Budget Report without detail

☐	3.	Transfer electronic files to KDE.
☐	4.	If necessary, submit replacement electronic files.

SETTING PROJECT START AND ACTUAL COMPLETION DATES

Establishing proper start and actual completion dates for multi-year Fund projects (2 & 360) in the Project Master table is an important part of producing this report. Dates must be entered accurately for ALL projects! Incorrect dates can result in projects missing from or incorrectly included in the report. The matrix below describes the effect of Start and Actual Completion Dates on budget reporting for multi-year accounts.

	Added to budget calculations?
No Start or Actual Completion Dates	Yes
Start Date only, *before* reporting year	Yes
Start Date only, *after* reporting year	No
Actual Completion Date only, *before* reporting year	No
Actual Completion Date only, *after* reporting year	Yes
Start and Actual Completion Dates *before* reporting year	No
Start and Actual Completion Dates *after* reporting year	No
Start Date *before* reporting year, Actual Completion Date *after* reporting year	Yes

  To Set Project Start and Actual Completion Dates, select:

     Financials

        General Ledger

            Project Accounting Menu

                Project Master Maintenance

The following screen is displayed:

1. Select **Find** and click **OK** .

2. Move through each of the projects checking that all projects have correct information in the **Start date** and **Actual Completion** fields.

If a project has incorrect Start or Actual Completion Dates, select the project and use the **Update** [icon] function to correct the dates.

GENERATING THE WORKING BUDGET REPORT

This step will print the Working Budget Report and also create the spreadsheet import and magnetic media files with the option to include account detail on all forms of output.

To Generate the Working Budget Report, Select:

    Financials

        General Ledger Menu

            Inquiries & Reports Menu

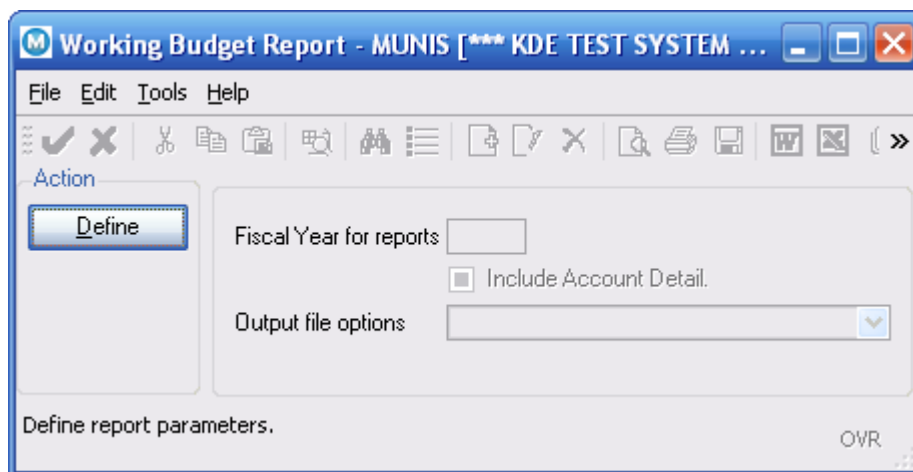   G/L Report Writer Functions

                    State Specific Reports

                        Kentucky Reports

                            Working Budget Report

The following screen is displayed:

1. Select the **Define** button.

2. Enter the appropriate fiscal year in the **Fiscal Year for reports** field.

NOTE: *The Working Budget Report may be run for any of the prior three years.*

3. The **Include Account Detail** check box is used to research discrepancies and to provide detailed reporting for statewide reporting purposes.

NOTE: *After reviewing the report and resolving any discrepancies, **run the Working Budget report with both formats: with detail and without detail**. State reporting requirements make it necessary to produce the Working budget report with the Account Detail box checked and unchecked*
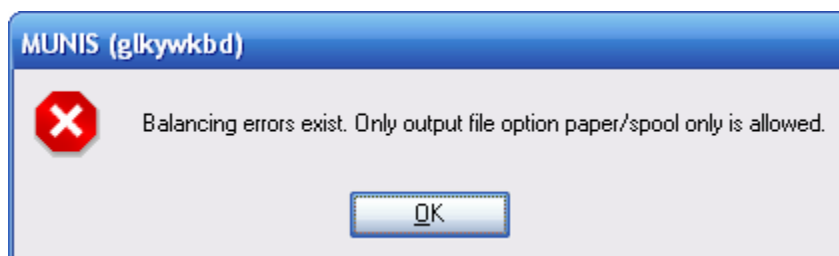
4. Select an **Output file option**:

    Paper/Spool Only

    Magnetic Media & Spreadsheet

    Both Paper & Magnetic Media/Spreadsheet

    - Click **OK** ✔

5. At this point, if any reporting discrepancies are discovered a box will appear on the screen:

    To review the errors

    - Click **OK** ✔

    - You will notice the Output file option is now set to **Paper/Spool Only**

    - Select **File -> Output**

    - Select an output option (Print to File, Display, Print) to view the report.

    - The end of the report lists any errors and warnings. Errors will prevent the magnetic media or spreadsheet from being generated. The errors and warnings are as follows:

    Errors:

- Fund X Revenue (object codes => 0999) and Expenditures (object codes < 0999) do not equal

    Note: **This error indicates the budget for Fund X does not balance.**

- Total Funds Transfer Revenue and Expenditures do not equal

    Fund X Revenue Transfers for object code 52** = $XXXX

    Fund X Expense transfer for function 5200 and object 093* = $XXXX

        Note: If this error occurs as a result of transfers in or out of a prior year project, please contact your Finance Field Staff.

- Expense transfers for object 093* and NOT function 5200 exist

    Fund X and function XXXX=$XXXX

  Note: This error indicates the object is attached to an incorrect function code.

Warnings:

- Negative budget amounts exist in Fund X for $XXX for function XXXX and object code XXXX

    Note: Only reported for Funds < 7X

- Contingency fund percentage is less than 2%

    Note: Contingency % is calculated as follows:

    i.   A = sum of object code 0840* for fund 1

    ii.   B = total expense accounts for funds 1, 2, 310, 320, 350 and 51

    iii.   Contingency % = A / (B – A)

- Budget amounts do not exist for fund X

    Note: **Where budget revenues or expenditures do NOT exist for funds 1, 2, 10, 320 or 51 for the reporting year**

Take corrective action on all errors and any warnings before proceeding to the next step.

6. Select **File -> Output**.

   The program will behave differently depending upon the Output file option selected:

   Magnetic Media & Spreadsheet:

   The spreadsheet is generated and the spreadsheet filename appears at the bottom of the screen.

   Paper/Spool Only or **Both Paper/Meg Media:**

   The Print window appears allowing you to print or send the output to file (spool).

   Select the output option and click **OK** ✔. If the **Both** Output file option is selected the name of the spreadsheet file is displayed at the bottom of the screen.

7. When the process is complete, the spreadsheet and magnetic media are created. You may need to view the files in spool file maintenance to be sure you transmit the appropriate files to KDE.

    Note: *Run the Working Budget report <u>2 times</u>; selecting <u>detail</u> and then <u>without detail</u> to create the files required for the KY transfer process.*

    When the report is created with Include Account Detail not checked, the following reports are created:

    WKBddd.###   Working Budget Magnetic Media File

    WSBddd.###   Working Budget Spreadsheet File

    When the report is processed with Include Account Detail checked, the following reports are created:

    WKDddd.###   Working Budget Magnetic Media File (with account detail)

    WSDddd.###   Working Budget Spreadsheet File (with account detail)

    > *Note:* The ddd represents your District Number. The last three digits (###) will reflect the report sequence number.

TRANSFERRING FILES TO KDE

The Working Budget Report electronic files created (WKDddd.### and WSBddd.###) on your MUNIS server must be transferred to KDE. For instructions on this process, see the document ***Transferring Files (kytransfer) to KDE & Other Agencies (OSA-10)*** in the ***MUNIS System Administration User Guide***.